

**BOARD OF MADISON COUNTY COMMISSIONERS
May 13, 2008 MINUTES**

On Tuesday, May 13, 2008, a meeting of the Board of Madison County Commissioners came to order at 10:00 a.m. in the Commissioners' Conference Room of the Madison County Courthouse in Virginia City, Montana, with Commissioners David Schulz, Jim Hart, and Marilyn Ross present.

Jim Hart moved to approve the May 1, 2008, joint Commission meeting minutes with corrections. Marilyn Ross seconded the motion. All voted aye and the motion carried. Marilyn Ross moved to approve the May 7, 2008, preliminary budget hearing minutes as read. Jim Hart seconded the motion. All voted aye and the motion carried. Jim Hart moved to approve the May 6, 2008, minutes as read. Marilyn Ross seconded the motion. All voted aye and the motion carried.

Those people in attendance at the meeting were Charity Fechter, Chris Mumme, Barbie Durham, Peggy Kaatz, Lisa Frye, Jill Steeley, Ralph Hamler, Donna Gilman, Johanna Lester, Patty Davis, Bundy Bailey, Chris Christensen, Karen Brown, Linda Robertson, Vicki Tilstra, Janie Alt, Jim Jarvis, Karen Miller, Lizz Babcock, MaryAnn O'Malley, Brandy Hilton, John Semingson, and Judy Melin.

Planning Office Work Hours: Charity Fechter, Planning Director, met with the Board to discuss the work schedule at the Planning Office. Charity proposed that the Planning Office go to a 4-10 work schedule, stating that this schedule would provide coverage from 8:00 a.m. to 5:00 p.m. and that off-hour activities could be accommodated by adjusting the start and ending times rather than carving time out of regular office hours or exceeding the 40 hour maximum work week. Marilyn Ross moved to take the request under advisement. Jim Hart seconded the motion. All voted aye and the motion carried.

Streamside Protection Update: Charity Fechter, Planning Director, updated the Board on the progress of the proposed Streamside Protection Regulations. Charity stated that the meetings have been productive and that the meetings will be kept to a maximum of two hours long. Major points discussed at the last meeting were: 1. an existing building cannot expand closer to the stream, no other NC/GF restrictions apply; 2. all hazards associated with rebuilding, i.e. flooding, fire, meteorite impacts, etc. are treated the same; 3. Existing precedents determine the setback on narrow lots; 4. If a precedent is not apparent, then setback averaging will be used; and 5. At the next meeting the committee will explore expanding setback restrictions to more than just buildings, i.e. roads, vegetation disturbances, etc. Charity and the Board also discussed hiring a neutral facilitator and requesting help from various entities for funding the facilitator.

YMC Slopeside Phase 5 Building Envelope Change: Charity Fechter, Planning Director, advised the Board of a request from Locati Architects to shift the building envelope location on Slopeside Duplex Lot 507/508, Yellowstone Mountain Club Phase V, sixteen (16) feet to the north to minimize the length of retaining walls and improve driveway access by taking advantage of the existing site topography. Charity stated that the request was approved by planning staff with four conditions.

Lock Down Procedures: Chris Mumme, Director of Emergency Management, presented the Board with a revised version of lock down procedures to be used in the event that an intruder possesses a weapon with the intent to harm or kill citizens and/or courthouse staff. Chris stated that Roger Thompson, Undersheriff had reviewed and agreed with the procedure. Chris and the Board also discussed emergency alerting and reporting procedures; the possibility of flood conditions; and imposing fire restriction stages.

2008-2009 Salary Committee Proposal: Peggy Kaatz, Clerk and Recorder, Lisa Frye, Treasurer's Clerk, Jill Steeley, Public Health Administrator, and Ralph Hamler, Sanitarian, all members of the Madison County Salary Committee, met with the Board to discuss a salary proposal that will be presented to the Compensation Board. Ralph Hamler stated that the Committee had gotten salary comparisons from other Counties, schools, title companies, contractors, and various other employers that have positions comparable to those employed by Madison County. Ralph stated that the Committee is proposing a seven percent increase per year for the next two years and longevity pay of one percent per year, for all employees, beginning after the fifth year of service and capping at a maximum of fifteen years.

Staff Meeting: Those present for this portion of the meeting were Ralph Hamler, Peggy Kaatz, Donna Gilman, Johanna Lester, Patty Davis, Bundy Bailey, Barbie Durham, Chris Mumme, Karen Brown, Linda Robertson, Vicki Tilstra, Jill Steele, Janie Alt, Jim Jarvis, Charity Fechter, Karen Miller, Lizz Babcock, and MaryAnn O'Malley.

- **Computer Fund:** David Schulz requested that offices work with Karen Brown and/or Johanna Lester when purchasing computers and computer components. He also suggested that offices work with Vicki Tilstra in the Finance Office for computer needs between budget cycles.
- **Fill In Help for Offices:** David Schulz stated that other Counties have used fill in help or "floaters" to help out during busy periods and when full time employees have time off, and that it has worked out very well. Madison County is in the process of developing a job description for such a person. Peggy Kaatz, Clerk and Recorder, expressed concerns that it would be difficult to bring someone in that was not specifically trained in her office. She stated it would be more beneficial to her to have someone from another office that has been trained in her office. Donna Gilman, Sanitarian's Clerk, stated that it would be very beneficial to the person who was filling in if each office prepared in advance for the person to be there, such as preparing a list of duties, phone codes, computer codes, etc.
- **Salary Committee:** Ralph Hamler, Sanitarian, outlined the salary proposal that had been discussed earlier with the Board and gave background information on how the Committee had arrived at the proposed increases. Ralph stated that we all deserve to have our salaries up to what other comparable counties are making. Discussion ensued regarding comparisons to other Counties and private sector positions; concerns about the current state of the economy; other needs throughout the County; concerns that longevity might create resentment and that persons wanting to transfer from another department may not get hired because their longevity pay would transfer with them; and the fact that when other department heads retire it may cost twice as much to replace them. David Schulz stated it was obvious that a lot of time and effort had gone into researching this proposal and that both the pros and cons would get due consideration.
- **Selection of Elected Officials for Compensation Board:** David Schulz stated that statute requires the make up of the Compensation Board to consist of the three Commissioners, the County Attorney, three additional elected officials, and two to four resident taxpayers. He stated that we currently have two taxpayer members but are advertising to add two additional members. He asked Chris Christensen, County Attorney, to draw names out of the hat for the three additional elected officials. Those drawn were MaryAnn O'Malley, Shelly Burke, and Peggy Kaatz.
- **Spring Pot Luck:** The date of May 28 at noon was designated for a Spring Pot Luck. The Board will barbeque burgers and requested that everyone bring a side dish.
- **Other Discussion:** Johanna Lester, GIS/IT Assistant, stated that she will be giving Excel classes and asked people who are interested to sign up. She stated she will be giving another class in the fall for those who can't attend at this time. Peggy Kaatz, Clerk and Recorder stated that the Secretary of State has offered to reimburse the County for a person to answer the phone in the Clerk and Recorder's Office during elections. Karen Brown, GIS/IT, has volunteered to fill this position and get election results on the website as quickly as possible.

Alder and Virginia City Fire Districts: Brandy Hilton, Assessor, Vicki Tilstra, Finance, Peggy Kaatz, Clerk and Recorder, and Chris Mumme, Emergency Management, met with the Board to discuss mills for the Alder and Virginia City rural fire districts. There are differing opinions on whether the mills for Virginia City Rural Fire District need to be voted on or not. Chris Mumme will get the information to Chris Christensen, County Attorney, to get an opinion from him.

Licensed Nurses Hourly Rate: John Semington, Tobacco Root Mountains Care Center Administrator, and Judy Melin, Madison Valley Manor Administrator, met with the Board to discuss hourly rates for nurses at both nursing homes. Barbie Durham, Grant Writer, and Vicki Tilstra, Finance, were also present for this portion of the meeting. Judy Melin explained that in an effort to reduce the number of temps, she would like to be able to offer a higher salary to nurses when she is recruiting and would like a 4% increase effective immediately. John Semington stated that they are not in the ballpark for LPN or RN salaries. David Schulz stated that they need to have a clearer picture of the overall budget for the nursing homes before making a determination on salary increases.

Nursing Homes CDBG Grant Documents: Barbie Durham, Grant Writer, met with the Board to discuss documents related to a Community Development Block Grant for improvements at the Madison Valley Manor in Ennis, Montana, and the Tobacco Root Mountains Care Center in Sheridan, Montana. John Semingson, Tobacco Root Mountains Care Center Administrator, Judy Melin, Madison Valley Manor Administrator, and Vicki Tilstra, Finance, were also present for this portion of the meeting. After discussion related to nursing home improvements, Marilyn Ross moved to approve the Certification for Application for the Montana Department of Commerce, State Community Development Block Grant Program. Jim Hart seconded the motion. All voted aye and the motion carried. Marilyn Ross moved to approve a letter of submittal to Director Anthony Preite for a Community Development Block Grant application to assist with the renovations of the county-owned Tobacco Root Mountain Medical Care Center. Jim Hart seconded the motion. All voted aye and the motion carried. Marilyn Ross moved to approve Resolution 20-2008, a resolution authorizing submission of a Community Development Block Grant application and commitment of matching funds. Jim Hart seconded the motion. All voted aye and the motion carried. Marilyn Ross moved to approve the Uniform Application Form for Montana Public Facility Projects – County owned Nursing Home. Jim Hart seconded the motion. All voted aye and the motion carried.

Claims: The Board approved claims.

Grants – DNRC Water Supply Grant for Ennis: Jim Hart moved to draft a support letter for a Department of Natural Resources and Conservation grant to help fund a new water supply for the Town of Ennis. Marilyn Ross seconded the motion. All voted aye and the motion carried.

Grants – JSAP Services: Marilyn Ross moved to approve an Amendment to the JSAP Services contract between the State of Montana Office of Court Administrator and the 5th Judicial District Youth Court to clarify the reimbursement of actual expenses incurred by the Contractor with changes as recommended by Tom Ramirez, Juvenile Probation Officer. Jim Hart seconded the motion. All voted aye and the motion carried.

Airports: In a telephone conference with Rick Donaldson of Robert Peccia and Associates, the Board discussed a revised bid opening schedule for Ennis Airport Improvement Project bids. The bids will be opened at 1:30 p.m. on May 28, 2008.

Facility Advisory Committee Members: Following discussion, Jim Hart moved to recommend the following people as Steering Members of the Committee: District 1: John Hamilton, Paul Marsh, Kathleen Mumme, Bill Doggett, Kim Hudson, and Tony James; District 2: Pat Bradley, Bill Hanley, Ed Ruppel, Ken Walsh, Frank Nelson, and Mary Lou Freese; and District 3: Dale Raigan, Virgil Lindsey, Jay Willet, Neil Kent, Nancy Griffin, and Bob Miller. Marilyn Ross seconded the motion. All voted aye and the motion carried.

Madison River Corridor Weed Grant: Jim Hart moved to approve the Noxious Weed Trust Fund Project Grant Agreement, Madison Watershed Project, Number MDA 2008-710, between the Montana Department of Agriculture and Madison County Weed District, effective from the date of the agreement to September 30, 2009 unless terminated sooner, for the purpose of containing, controlling, and stopping the spread of noxious weeds; for a maximum amount of \$36,607 which is contingent to verification of matching funds listed in the grant application to equal \$87,794. Marilyn Ross seconded the motion. All voted aye and the motion carried.

Investment Committee Meeting Schedule: The Board discussed conducting an Investment Committee meeting every other Tuesday. The Board will check with Chris Christensen regarding his availability to attend these meetings.

Nursing Home Administrator Evaluations: The Board will schedule times with both nursing home administrators for evaluations.

Great West Engineering Task Order – Water Damage at Library: Jim Hart moved to approve Task Order No. 16 – Library Improvements, to Great West Engineering Agreement for Professional Services, to prepare abbreviated plans and specifications for a drainage interceptor trench along the south side of the library building. Marilyn Ross seconded the motion. All voted aye and the motion carried.

Commissioner's Meeting – May 13, 2008

Lott/McGarry Property Purchase at Fairgrounds: The Board discussed the proposed purchase of property at the Fairgrounds from Laree McGarry. David Schulz stated that the title work is in progress and the tentative closing date is June 16, 2008.

With no further business the meeting was adjourned at 5:40 p.m.

David Schulz, Chairman
Board of Madison County Commissioners

Date Approved: May 27, 2008

Minutes prepared by:

Laurie Buyan, Administrative Assistant

Peggy Kaatz, Clerk and Recorder, Madison County